Site and Registration User Manual
For HIV Management System (HMS) Loader
(HMSLoader)

Bethesda, MD 20889-5600

REVISION AND HISTORY PAGE

Document Version #	Software Release #	Revision Date	Description of Change	Section # / Paragraph #	Modifier
1.1	HMS 1.0	7/16/04	Introduced Revision & History Page to Established Doc; Changed contact info.	NA	S. Camacho

HMS (HIV MANAGEMENT SYSTEM) LOADER REGISTRATION

APPLICATION V.1.1

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**Exhibit
Page(s)**

Welcome to HMS Loader

SECTION 1—INTRODUCTION

1.1 Identification

The HIV Management System (HMS) Loader (HMSLoader) is a secure web browser-based application for the manual and electronic entry and the submission of blood specimen demographic information. HMSLoader is designed to support the Department of the Navy, Marine Corps, and Department of Defense beneficiary user community by providing access through the Internet using the Microsoft Internet Explorer (IE) browser. The Navy Central HIV Program (NCHP) manages this application as a secure web-based replacement for the Automated Request Form subsystem of the Automated Link Service (ALS). Designated users access HMSLoader through the Internet Explorer (IE) browser.   By using IE, NCHP can deliver this service to a broader number of Department of Defense (DoD) users.

1.2 HMSLoader Registration and User Guide Overview

HMSLoader consists of two modules: registration and entry. The HMSLoader Registration V1. User Manuals apply to the features associated with the HMSLoader web application. The major function provided by the HMSLoader Registration site is to allow for site and Point Of Contact (POC) registration submission for HMSLoader Entry access. Registration submissions are sent electronically to Navy Central HIV Program HMSLoader Administrators at the National Naval Medical Center in Bethesda Maryland.

The HMSLoader site has two main modules for Loader registration requests - Site and POC.
Site Registration – Allows transmission of all information pertaining to the site in general and will allow for authorization and validation of site legitimacy.
POC– Allows transmission of personnel information pertaining to individual(s) who will serve as contacts for authorized sites.

1.3 Site Access Criteria

HMSLoader Registration is accessed by way of the Internet using Microsoft Internet Explorer (IE) web browser 4.0 or above. Your computer should, in most cases, already have a current version of IE Explorer installed. If, however, you need to install or re-install IE Explorer, you may access the free download files from the following site:
http://www.microsoft.com/windows/ie/downloads/default.asp

1.4 Assistance
If you need assistance you may contact:
Navy Central HIV Program
National Naval Medical Center
Bethesda, Maryland 20889-5600
Com: 301-295-6590/DSN: 295-6590
Fax: 301-295-1639
E-mail: nchp@bethesda.med.navy.mil

SECTION 2—GETTING STARTED

2.1 Launching Internet Explorer
Open the Microsoft Internet Explorer browser from either the Programs toolbar shown below or the Internet Explorer icon, generally found on the desktop.

Step 1
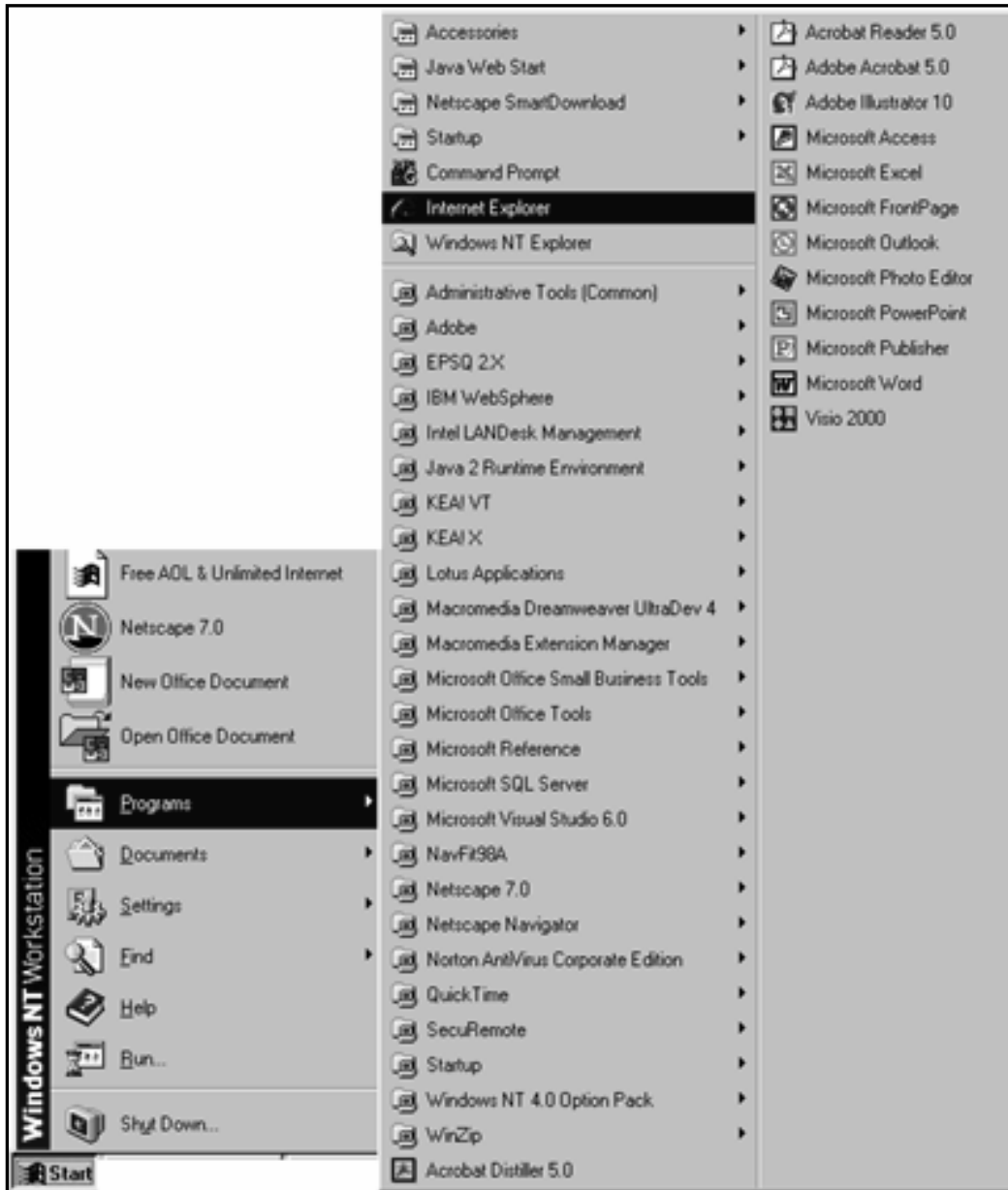Click Start, Programs and Internet Explorer as shown below.

Exhibit 2.0 – Windows Program Menu

2.2 Internet Explorer - Trusted and Local Site Configuration

Once IE has been launched, there are a few configuration rules that must be designated in the settings prior to HMSLoader access. Follow the steps below to configure IE.
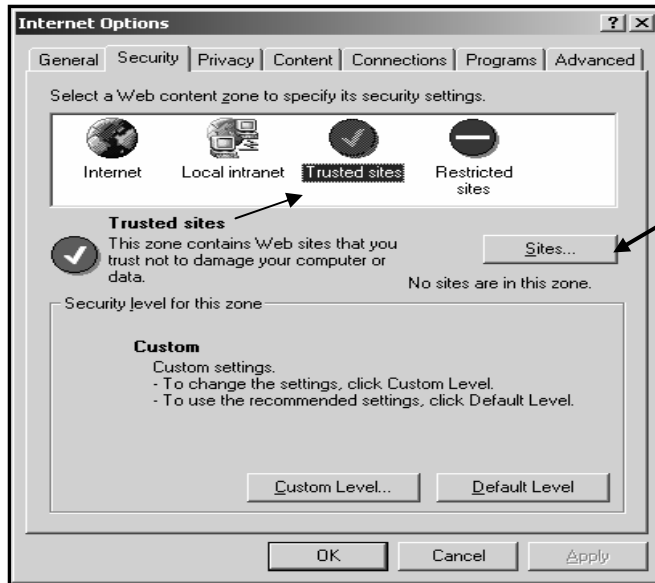

Step 1. Open Internet Explorer.

Step 2. Go to the Tools menu item and select Internet Options.

Step 3. Click on the Security tab.

Exhibit 2.1 - Internet Explorer

2.2.1 Trusted Sites
This setting prevents an ActiveX prompt from appearing each time a new screen is loaded in Internet Explorer.

Step 1. Click on the Security tab.

Step 2. Click on the Trusted sites icon.

Step 3. Click the Sites button.

Step 4. Enter the HMSLoader address: **https://hmslreg.bethesda.med.navy.mil/HMSLReg .** or use **https://hmslreg2.bethesda.med.navy.mil/HMSLReg** Click on Add. The address should now appear in the "Web Sites" window after selecting the Add button.(***Note: you can highlight the above addresses and paste either into the address area in your browser***)

Exhibit 2.2 –Trusted Sites

Step 5. Click on box "Require server verification (https:) for all sites in this zone" **Step 6.** Next, Click OK.
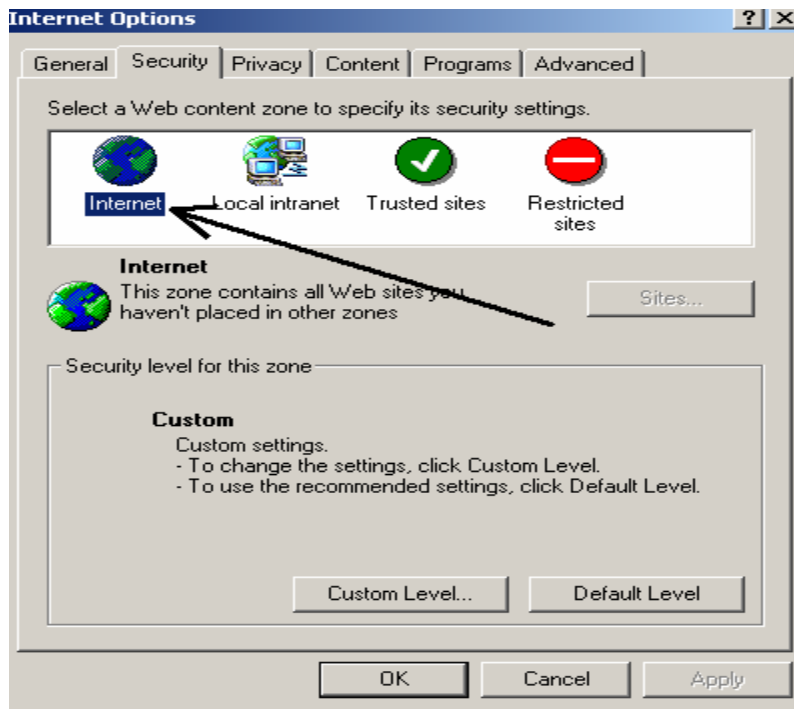
Exhibit 2.3- Trusted Sites

2.2.2 Internet

Step 1.Now, click on the Internet icon.
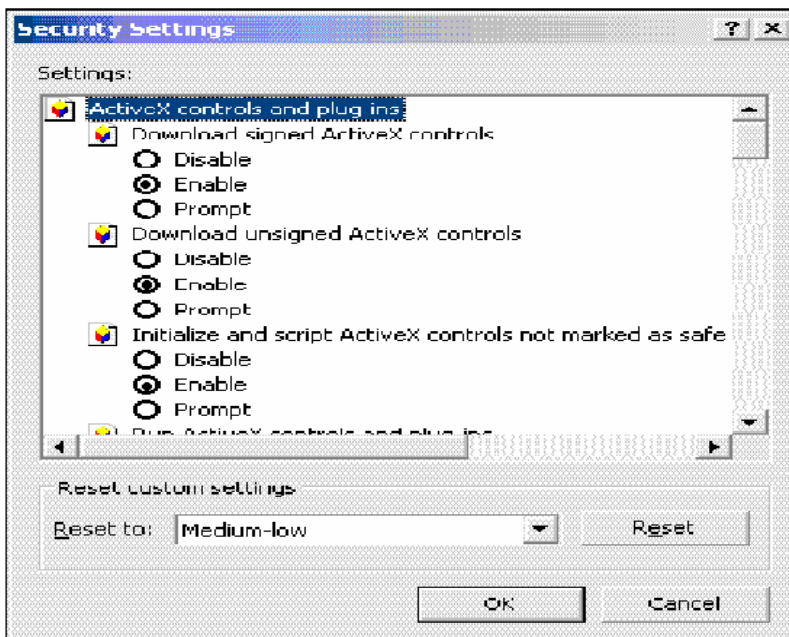
Step 2. Click on the Custom Level shown to the left.

Exhibit 2.4 – Internet

Step 3
Make sure the following settings are set to "Enable".

- Download signed ActiveX controls
-
- Download unsigned ActiveX controls

- Initialize and script ActiveX controls not marked as safe.

- Run ActiveX controls and plug-ins

Step 4
- Reset to: Medium-low.

Step 5
- Click OK.

Exhibit 2.4a –Internet Security Settings

SECTION 3—HMSLOADER REGISTRATION - SITE ACCESS

3.1 Internet Secured Web Address

To access the HMSLoader Registration site, the following secured Loader URL site must be entered in the "Address" path of the Internet Explorer window.

Internet address (URL): https://hmslreg.bethesda.med.navy.mil/HMSLReg or https://hmslreg2.bethesda.med.navy.mil/HMSLReg

Note: *This address is case sensitive and must be entered exactly as shown above.*
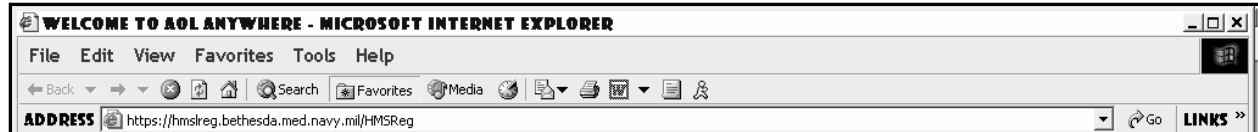

Exhibit 3.1 HMSLoader Web Address

3.2 Windows Security Alert – Secured Web Access

A "Security Alert" message will appear once the HMSLoader URL is entered in the address section of Internet Explorer. Click on"Yes" button to proceed to the HMSLoader main home page.

Exhibit 3.2 - Windows Secured Site Alert

SECTION 4—HMSLOADER REGISTRATION SITE ACCESS

4.1 DoD Computer System Notice & Privacy Act Notice

Upon site access, the screen below will appear displaying the Department of Defense Computer System Notice and Privacy Act Notice. After reading the two notices, the user may either click the "Accept" button to access the HMSLoader Registration Main screen or select the "Decline" button to exit.

(Note: When closing the HMSLoader web site the system will redirect the users web browser to the Navy's homepage [*www.navy.mil*]).

Step 1
Click on
"Accept" or **"Decline"**.

Exhibit 4.1 – DoD Computer System Notice & Privacy Act Notice

4.2 HMSLoader Main Page

The Registration Module has three options: Exit, Site, and POC.
Note: a site must have already established a Site account before the POC can submit a registration. The site must also be an approved site for access before POC registration can occur.

Exhibit 4.2 – HMSLoader Registration Main Screen

4.3 Exit

The Exit link closes the HMSLoader Registration module and contacts the Navy web site.
(http://www.navy.mil)

Exit

Registration -
Site
POC

Exhibit 4.3 –Site Registration Exit

4.4 Site Registration

By clicking on the "Site" hypertext link under the Loader registration, the screen below will
appear. It is on this page where all contact information regarding a site is entered.

.

Step 1
Enter the site appropriate
information for this screen.

*The required fields for
the Site Registration
window are listed in
Exhibit 4.5.*

Exhibit 4.4 –Site Registration Page

NOTE: If the IP address of your computer is unknown, contact MID or ITS. You may also
obtain the IP address by this address *whatismyip.com* . Click on "Go" follow the instructions
and the site will display the PC's IP address.

Required Site Registration Fields

Field Name	Required?	Notes
Service	Yes	
UIC	Yes	A UIC can only be registered once.
Agency Head	Yes	
Agency Name	Yes	
Bldg/Rm.	No	
Street/PO	Yes	
City	Yes	
State	Yes	
Zip Code	Yes	
Country	Yes	
Your Name	Yes	First, Middle, and Last name
Your Phone	Yes	No hyphens or parenthesis needed (i.e. 3012951234)
Your DSN	Yes	
Your Email Address	Yes	Military issued e-mail address that ends in ".mil" (i.e. xxxx@navy.mil).
IT CIO Name	Yes	The first, middle, and last name of the Chief Information Officer for the command.
IT CIO Phone	Yes	No hyphens or parenthesis needed (i.e. 3012951234)
IT CIO DSN	Yes	
IT CIO Email Address	Yes	
IP Address	Yes	
Est. Annual HIV Total	Yes	Estimated number of specimens processed in a year.
CHCS Access	Yes	Does the site have CHCS access?

Exhibit 4.5 - Site Registration Required Fields

4.4.1 Successful Site Registration Request Transmit

Once the required information has been entered, click the Register button. This will initiate an action to edit the information entered, and, if there are no validation errors, the following "Site Notification Screen" will appear.

> Your Site registration request has been received. You will receive a response by e-mail in the next few days.

Exhibit 4.6 - Site Registration Confirmation Notice

4.4.2 Site Registration Approval or Rejection

Once the Site registration is reviewed by the NCHP Systems Administrator, a confirmation email message will be sent to the Site. This will inform the site whether the request was approved or rejected. *The Site registration process is only required once for each site.*
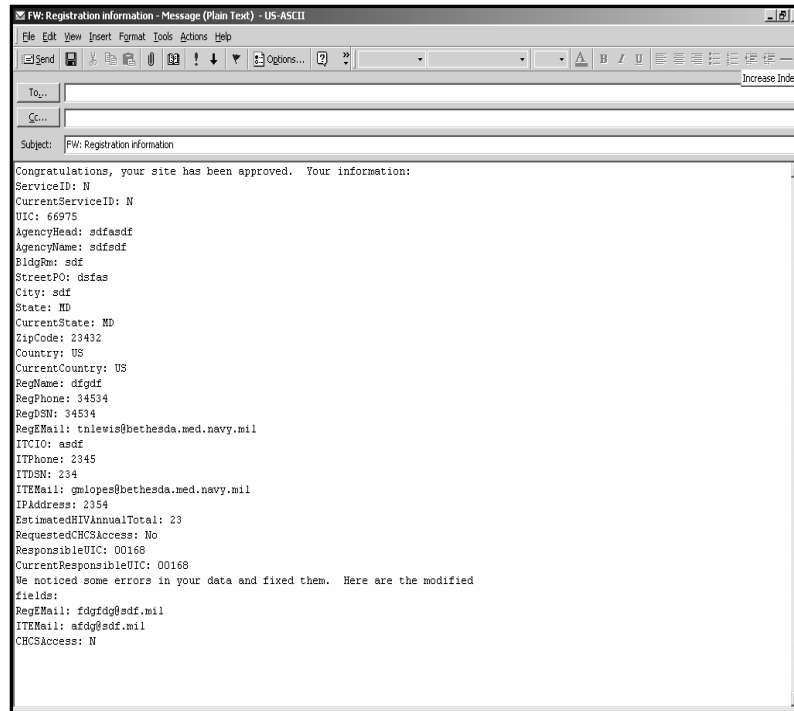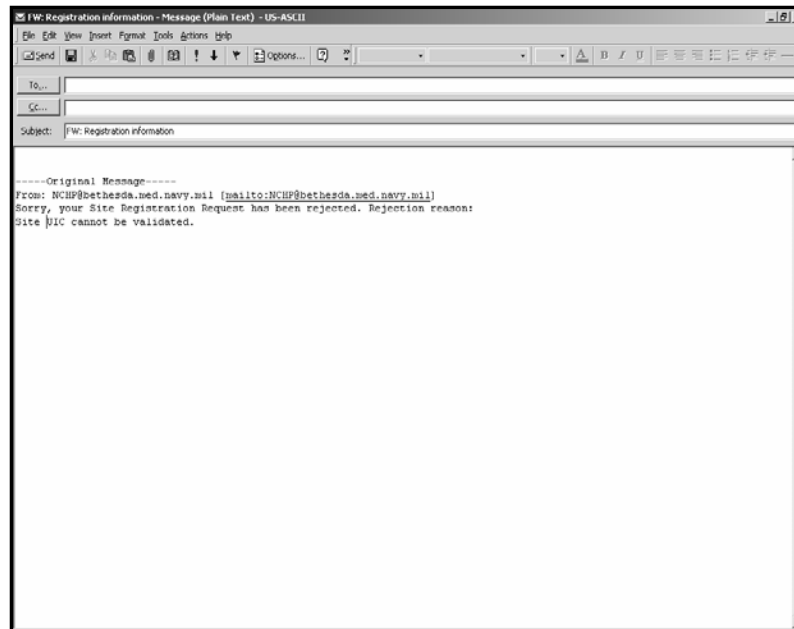

Exhibit 4.7 – NCHP Site Approval Email

Exhibit 4.8 – NCHP Site Rejection Email

4.5 POC Registration

Once the site has been registered, each individual user must register as a POC to access the HMSLoader System.
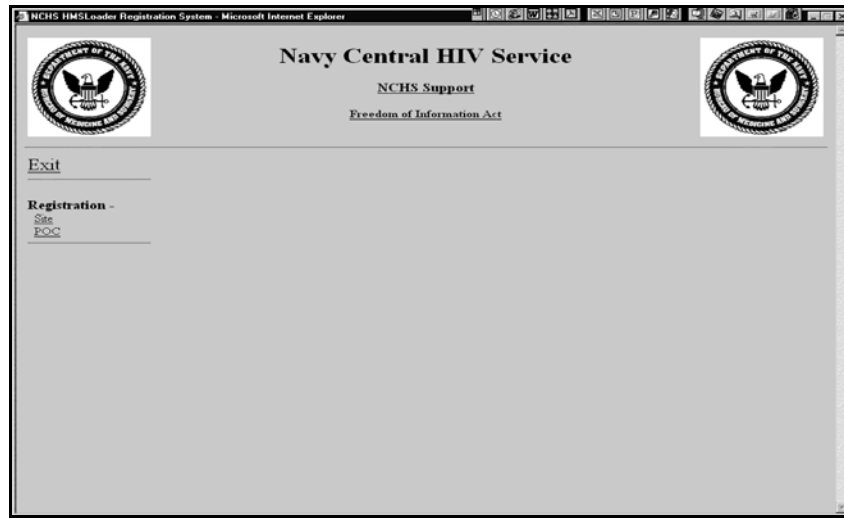

Exhibit 4.9 - HMSLoader Registration Main Screen

4.5.1 Point of Contact (POC) UIC Validation

To begin the POC registration process, click on the POC hypertext link under the Registration Menu. The POC Unit Identification Code (UIC)Validation screen below will be displayed. The UIC is a unique code identifying the site. Enter the UIC of the site (i.e. 00168 for NNMC, Bethesda, MD). The UIC is a unique code identifying the site. Click on "Check" to verify whether the UIC has already been registered. If it has, the POC Registration screen will be displayed. If not, an error message is displayed to complete the site registration request first.

Exhibit 5.0 - POC UIC Validation

Note: You may register as POC at anytime after submitting your Site Registration request; you do not have to wait for NCHP approval to submit the POC registration request.

4.5.2 POC Registration Screen

Upon UIC verification the POC registration screen below will appear prompting for contact information for the requesting individual. The POC Registration page with display with some information already filled in from the information provided from the Site registration.

After POC information is entered click "Register" to proceed.

Note The Reminder field is currently inactive but does require some text; please place N/A in this field.

Exhibit 5.1 – POC Registration Screen

4.5.2a Required Site Registration Fields

Field Name	Required?	Notes
UIC	Yes	Enter the UIC from your site information.
POC	Yes	
Phone		
DSN	Yes	
Fax		
E-Mail	Yes	
Agency Head		The POC address field will auto populate with the information added in the Site Registration address field.
Agency Name		The POC address field will auto populate with the information added in the Site Registration address field
Street/PO	Yes	The POC address field will auto populate with the information added in the Site Registration address field.
City	Yes	The POC address field will auto populate with the information added in the Site Registration address field
State	Yes	The POC address field will auto populate with the information added in the Site Registration address field
Zip Code	Yes	
Lab OIC	Yes	
Reminder	Yes	N/A
Your Phone	Yes	
Your DSN	Yes	

5.2 Required Site Registration Fields

4.5.3 Successful POC Registration Request Transmit

Once the "Register" button is selected the system will immediately check that all information has been entered correctly in the fields. If there are no errors found, the confirmation message below will be displayed. The confirmation notice includes a one-time temporary password that will be needed to access the HMSLoader Entry site.
The temporary password will not be valid until Site approval.
 Note: If this Authorization Code is lost or forgotten, please contact the NCHP Helpdesk.

Exhibit 5.3 - POC Registration Confirmation Notice and Temporary Authorization Code.

4.5.4 POC Acceptance or Rejection

The NCHP Systems Administrator will review the POC registration request and upon approval, an email notice of authorization will be sent. There will no longer be a VPN connection to HMSLoader.
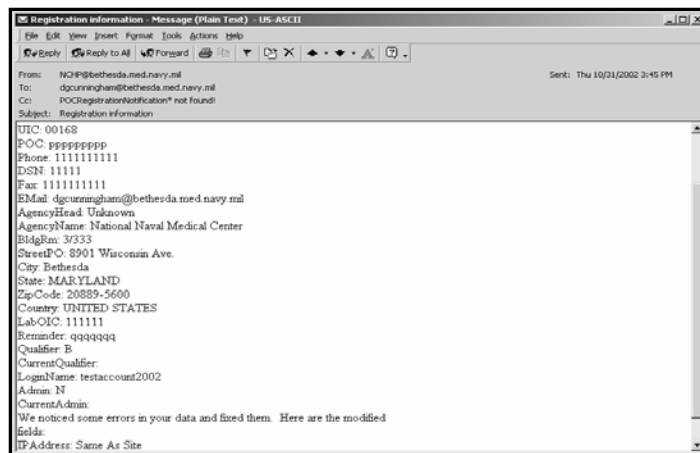

Exhibit 5.4 – NCHP POC Approval Email

4.5.4 (Continued)

If the POC registration request is rejected, an email will be sent to that person stating the reason for the rejection.
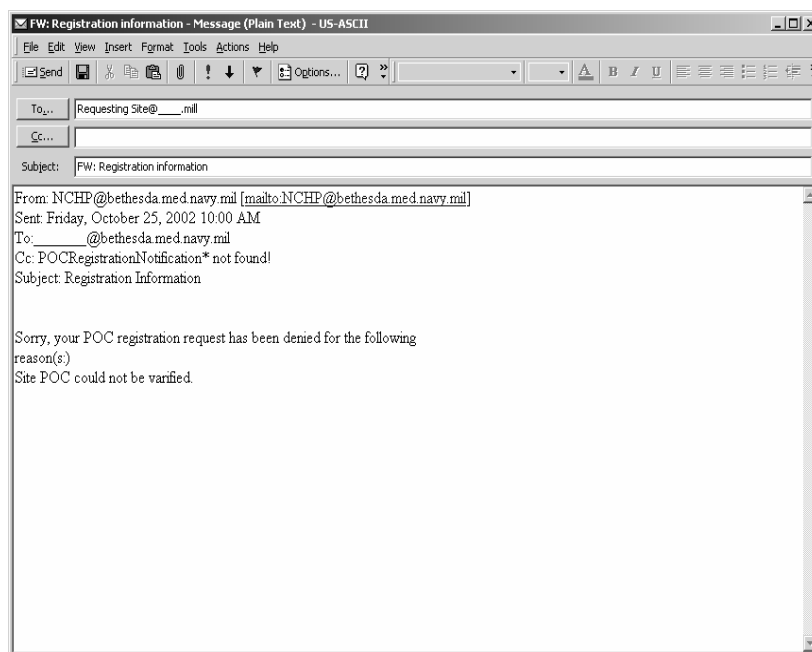

Exhibit 5.5 – NCHP POC Rejection Email

ANNEX A: ABBREVIATIONS, ACRONYMS, AND TERMS

This section identifies abbreviations, acronyms, and terms that will aid in the understanding of this document.

ALS	Automated Linked Service
ARF	Automated Request Form
BUMED	Bureau of Medicine and Surgery
CHCS	Composite Health Care System
DoD	Department of Defense
DoDD	Department of Defense Directive
DON	Department Of the Navy
HIV	Human Immunodeficiency Virus
HMS	HIV Management System
IE	Internet Explorer
MHS	Military Treatment Health System
MTF	Military Treatment Facility
NCHP	Navy Central HIV Program
NNMC	National Naval Medical Center
OASD(HA)	Office of the Assistant Secretary of Defense (Health Affairs)
POC	Point Of Contact
TPC	Transshipment Processing Center